

Outline of Application Procedures for Japanese Multiple Entry Visas for Russian Nationals

The following is an outline of application procedures for Russian nationals who apply for a multiple-entry temporary visitor's visa (for a stay in Japan of up to 90 days) for such purposes below. The qualified visa holders of 1 (business purpose) and 2(cultural or intellectual) below are permitted to enter Japan for another purpose (for example Tourism, visit relatives and acquaintances) from the second visit.

In either case, it is not allowed to perform any activities to undertake revenue-generating business operations or activities to receive remuneration.

1. Applicants with business persons Period of stay 90days, Longest validity 5 years

Persons that fulfil one of the following conditions (including technician or specialist) .

However, a regular employee of a company or an institution of Russia which involves in “the eight-point cooperation plan between Japan and Russia” are currently suspended.

- (1) A regular employee of public(government) enterprise
- (2) A regular employee of private company which is listed on the stock exchange(including Russia, other countries and regions)
- (3) A regular employee of Japanese-affiliated company which is a member of the Japan Chamber of Commerce and has a management bases in Japan
- (4) A regular employee of venture company and subsidiary company or a branch office of a company which is listed on the stock exchange in Japan (including Russia and other countries and regions)
- (5) A regular employee of a private company with constant business transactions with a Japanese company which is listed on the stock exchange in Japan
- (6) A regular employee with more than three travel records to Japan for business purpose in the last year. A regular employee with more than 10 travel records for business purpose in the last three years.
- (7) A regular employee of a company or an institution of Russia which involves in the eight-point cooperation plan between Japan and Russia.

2. Applicants for cultural and intellectual figures, etc. Period of stay 90days, Longest validity 5 years

Persons who fulfil one of the following qualifications. It is not necessary to have any travel records to Japan.

- (1) An artist (Fine Art, Literary Art, Music, Stage Play, Dance etc.)
- (2) A specialist in humanities(Literature, Law, Economics etc.) or a scientist(Technology, Medicine etc.) who has relevant accomplishments
- (3) A lawyer, certified public accountant, patent attorney, judicial scrivener, notary, medical doctor who has a national or international qualification and actually working as the same position
- (4) A amateur sports player who has relevant accomplishments
- (5) A full-time professor, assistant professor, or lecturer of a university or a college (6) A director or higher post of a national or public research institution or a museum
- (7) A Diet member, government official, local assemblyman, local government official

3. Tourism or Visiting Relatives/Acquaintances Period of stay 30days, Longest validity 3years

The applicant must have either

- (1) Traveled Japan at least once in the last three years for short term visit. The applicant must be able to cover travel expense.
- (2) A regular employee with a sufficient level of finance capability

4. Spouse of above 1,2 and 3 (2) or Child of above 1,2 and 3

【General Points to Consider in Visa Application】 Be sure to read the followings.

1. Prior to a visa application an inviting person/guarantor needs to prepare “Documents provided from Japan” listed on page 5, and then send them to the visa applicant, not to the Japanese Embassy/Consulate-General.

(Note 1) Since procedures for the visa application may take a considerable time, the documents should be prepared and sent to the visa applicant well in advance.

(Note 2) The inviting person/guarantor is recommended to keep a copy of the documents in case of further inquiry.

2. The visa applicant needs to prepare a passport, two photos, two visa application forms and other necessary documents in addition to the above-mentioned documents. As the required documents vary depending on the local situation and the purpose of the visit, please contact the Embassy/Consulate-General with jurisdiction over the visa applicant's place of residence directly.
3. When all required documents are prepared, the visa applicant may submit the application at the Japanese Embassy/Consulate-General with jurisdiction over his/her place of residence. The application will not be accepted in Japan. The documents must be valid at the time of application and must be submitted within three months of their date of issue. Any documents submitted at the time of application will not be returned to the applicant, with the exception of his/her passport.
4. The examination period is approximately one week, though it may vary depending on the details of the application. The applicant may be required to submit additional documents which are deemed necessary for the examination. The documents may be forwarded to the Ministry of Foreign Affairs in Tokyo for further examination if necessary.
5. There could be cases that applicants who fulfill the qualification above are issued no visa or only single entry visa due to other reasons.
6. The period of validity cannot be extended.

The submitted documents will be managed appropriately based on the Act on the Protection of Personnel Information.

Contact for inquiries about visa application procedures and examinations

Inquiries about the reason for refusal of visa issuance are not accepted.

(In Japan)

Foreign Residents Support Center (FRESC) MOFA Visa Information

Yotsuya Tower 13F, 1-6-1 Yotsuya, Shinjuku-ku, Tokyo, 160-0004 Navi-Dial: 0570-011000

(For some IP phones and calls from overseas, please call +81-3-5363-3013)

Monday to Friday, 09:00-17:00

(In Russia)

- **The Japanese Embassy in Russia** (Jurisdiction: Russia (except for regions that fall under the jurisdiction of the Consulates-General below) and Armenia)
TEL 7-495-229-2520
- **The Japanese Consulate-General in Khabarovsk**
(Jurisdiction: Buryat Republic, Sakha Republic (Yakutia), Khabarovsk Region, Amur Province, Irkutsk Province, Chita Province, Jewish Autonomous Region and Agin-Buryat Autonomous District)
TEL 7-4212-413048
- **The Japanese Consulate-General in St. Petersburg** (Jurisdiction: Leningrad Province and St. Petersburg City)
TEL 7-812-336-7673
- **The Japanese Consulate-General in Vladivostok** (Jurisdiction: the Maritime Region, Kamchatka Region and Magadan Province)
TEL 7-423-226-75-73
- **The Japanese Consulate-General in Yuzhno-Sakhalinsk** (Jurisdiction: Sakhalin Province)
TEL 7-4242-726055

Lists of Basic Documents to be Submitted for Multiple-Entry “Temporary Visitor” Visa Application

(For Russian Nationals)

	Applicants as business persons	Applicants for cultural & intellectual figures etc.
Purpose of Visit	<ul style="list-style-type: none"> ◆ Business affairs (business liaison, business consultation, contract signing, after-sales services, advertising, market research) 	<ul style="list-style-type: none"> ◆ Cultural exchanges ◆ Exchanges between municipalities ◆ Sports exchanges Academic exchanges ◆ Participation in meetings/conferences
Documents to be submitted	<p>(Provided by visa applicant)</p> <ol style="list-style-type: none"> (1) 2 visa application forms (2) 2 photos (3) Passport (4) Certificate of Employment, (Specified tenure period of current job, salary, job title) (5) Document of business trip order (6) Documents proving the applicant’s company who qualify under one of the following sub-categories <ol style="list-style-type: none"> ① Government enterprises ② Companies listed on the stock exchange (including Russian and other countries and regions) ③ A Japanese company that is a member of the Japan Chamber of Commerce and has a management base in Japan ④ Joint corporations that co-invested with Japanese companies (as well as Russian and other countries and regions) that are listed on the stock exchange in Japan, and subsidiary companies or representative offices of those Japanese Companies ⑤ Companies that have continual transactions with Japanese companies that listed on the stock exchange in Japan ⑥ Document (passport) with certified travel record of visiting Japan for business reason at least 3 times in a past 1 year or 10 times in past 3 years. (7) Document explains the purpose of obtaining multiple-entry temporary visa (8) In the case of spouse or children accompanying, please submit additional documents clarifying their relationship such as Marriage certificate (for spouse) or Birth certificate (for children). <p>(Note) Those whose spouse/parent (the prime applicant) has already been issued a visa under the same category, submit a copy of the issued visa.</p> <p>(Provided from Japan)</p> <p>Copies can be accepted as well. (Note 1)</p> <ol style="list-style-type: none"> (1) Letter of Reason for Invitation (2) Schedule of Stay (Closest visit schedule is sufficient) 	<p>(Provided by visa applicant)</p> <ol style="list-style-type: none"> (1) 2 visa application forms (2) 2 photos (3) Passport (4) Persons who fulfil one of the following qualifications. <ol style="list-style-type: none"> ① Acclaimed artists in the area of fine art, folk art, music, theater, dance, etc. ② Distinguished scholars and researchers who have adequate achievements ③ Engaged expert of international or national qualified lawyer, certified public accountant, patent attorney, judicial scrivener, notary and national qualified doctor ④ Distinguished amateur athletes who have adequate records ⑤ University lecturers and above (as a full-time) ⑥ Employees of public research institutes and public museums , art museums and libraries (managers and above) ⑦ Members of Parliament, Government official, Local councilor, Local public servant, (5) Document explains the purpose of obtaining multiple-entry temporary visa (6) In the case of spouse or children accompanying, please submit additional documents clarifying their relationship such as Marriage certificate (for spouse) or Birth certificate (for children). <p>(Note) Those whose spouse/parent (the prime applicant) has already been issued a visa under the same category, submit a copy of the issued visa.</p> <p>(Provided from Japan)</p> <p>Copies can be accepted as well. (Note 1)</p> <ol style="list-style-type: none"> (1) Letter of Reason for Invitation (2) Schedule of Stay (Closest visit schedule is sufficient)

	Visiting relatives/acquaintances	Tourism
Purpose of Visit	<ul style="list-style-type: none"> ◆ Visiting relatives (Spouse, kinsperson of the third degree of consanguinity) ◆ Visiting acquaintances ◆ Tourism for personal invitation 	◆ Tourism
Documents to be submitted	<p>(Provided by visa applicant)</p> <ol style="list-style-type: none"> (1) 2 visa application forms (2) 2 photos (3) Passport (4) Confirmation slip for airline reservation (5) Document to prove payment ability of travel fee (Certificate of deposit balance of bank account etc) (6) Document that indicates a kinship or acquaintances relationship between inviting person and visa applicant. (7) Document explains the purpose of obtaining multiple-entry temporary visa (8) In the case of spouse or children accompanying, please submit additional documents clarifying their relationship such as Marriage certificate (for spouse) or Birth certificate (for children). <p>(Note) Those whose spouse/parent (the prime applicant) has already been issued a visa under the same category, submit also a copy of the issued visa.</p> <p>(Provided from Japan) Copies can be accepted as well. (Note 1)</p> <ol style="list-style-type: none"> (1) Letter of Reason for Invitation (2) Schedule of Stay 	<p>(Provided by visa applicant)</p> <ol style="list-style-type: none"> (1) 2 visa application forms (2) 2 photos (3) Passport (4) Confirmation slip for airline reservation (5) Document to prove payment ability of travel fee (Certificate of deposit balance of bank account etc) (6) Schedule of stay (7) Document explains the purpose of obtaining multiple-entry temporary visa (8) In the case of spouse or children accompanying, please submit additional documents clarifying their relationship such as Marriage certificate (for spouse) or Birth certificate (for children). <p>(Note) Those whose spouse/parent (the prime applicant) has already been issued a visa under the same category, submit also a copy of the issued visa</p>

(Note 1)The documents prepared in Japan can be accepted in copy formats as well. Meanwhile, if the Embassy, the Consulate-General or the Consular Office where you apply for a visa recognizes a need of detailed checks, it may request you to submit the originals.

(Note 2)As for Russian nationals who reside in the United States, Canada, Australia, New Zealand, Austria, Belgium, Britain, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Luxembourg, Norway, the Netherlands, Portugal, Spain,

Sweden, Switzerland and Singapore contact the nearest Japanese Embassies/Consulates-General about the documents.

(Note 3)Russian nationals residing in Russia are required to submit a copy of a domestic passport in addition to an international passport.

(Note 4)The applicant may be required to submit additional documents which are deemed necessary for the examination.

**For Applicable person of “Japanese-Russian agreement on simplification of the Visa application Process”
(Applicable person is permitted to stay total of 90 days in each period of 180 days during 3years of multiple-entry visa validity)**

Applicable person	(1). Representative of commercial organization and dispatched personal with purpose of commercial activities (2). Participant of educational, scientific, artistic and other cultural activities (3). Participant of international sport activities and a qualified expert with accompany with participant (4). Journalist who engages the individual journalistic activities in temporary visit (5). Participant of official exchange program between sister cities (6). Spouse and child under 21 years old of Russian who stays in Japan long or mid term.
Documents to be submitted	<p>(Provided by visa applicant)</p> (1)2 visa application forms (2)2 photos (3)Passport (4)Document that proves the person is applicable (above 1 to 6) <p>(Provided from Japan) Copies can be accepted as well. (Note 1)</p> (1) Letter of guarantee (2)Letter of reason for invitation (Address and passport No of applicant must be added) (3)Schedule of stay (4) [For applicable person of 1 to 5] Documents of the inviting organization [For applicable person of 6] Documents that indicate the kinship and Copy of both sides of the residence card (or special permanent residence certificate)

(Note 1)The documents prepared in Japan can be accepted in copy formats as well. Meanwhile, if the Embassy, the Consulate-General or the Consular Office where you apply for a visa recognizes a need of detailed checks, it may request you to submit the originals.

(Note 2)As for Russian nationals who reside in the United States, Canada, Australia, New Zealand, Austria, Belgium, Britain, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Luxembourg, Norway, the Netherlands, Portugal, Spain, Sweden, Switzerland and Singapore contact the nearest Japanese Embassies/Consulates-General about the documents.

(Note 3)Russian nationals residing in Russia are required to submit a copy of a domestic passport in addition to an international passport.

(Note 4)The applicant may be required to submit additional documents which are deemed necessary for the examination.

The submitted documents will be managed appropriately based on the Act on the Protection of Personnel Information.

Documents provided from Japan

1. Letter of Reason for Invitation (See the “Letter of Reason for Invitation (Multiple)” form (A4 size) on page 7.)

(Note1)The letter should be addressed to the Ambassador or the Consul-General with jurisdiction over the visa applicant’s place of residence.

(Note 2) Column for the inviting person

Be sure to fill out the name of the company/organization as well as your title.

(Note 3) Column for visa applicants

Make sure the name is written in the Latin alphabet as it appears on his/her passport. When there are two or more visa applicants, write the details of the status of the representative applicant in the blank space and prepare a list of all applicants to be attached to this Letter.

(Note 4) Column for the purpose of the invitation

Describe the purpose of visit in detail and explain the specific activities planned in Japan. (Vague phrases such as just “business affairs” are not appropriate.)

(Note 5) Column for the background to the invitation

Describe details about the background to the invitation. If there is not enough space on the form, attach a separate sheet of paper and write “see attached sheet” in the column.

Invitation Letter(Multiple)

(Year) (Month) (Day)

To: (Ambassador/Consul-General) of Japan in

Inviting Person

(When an inviting person and a guarantor are the same, you may write "same as guarantor".)

Full name :

Address: 〒 -

Telephone number: () - (Extension) Fax number: ()

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[Fill in the following contact information when the company/organization is extending the invitation.]

Full name :

Telephone number: () - (Extension) Fax number:

() - Department/Division:

Visa Applicant

(The name must be written in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, fill in the representative's status below, and attach a list of all applicants.)

Full name (in Latin alphabet) : (Male/Female)

(Number of additional applicants(if applicable):)

Date of birth: ___ / ___ / ___ (Age:) (Year) /

(Month) / (Day) Nationality :

Occupation :

The purpose of inviting the above person(s) is as follows:

(If the space below is insufficient, use a separate sheet of paper to give a full explanation.)

- (1) Purpose of the invitation

- (2) Background to the invitation (Explain the background to this invitation in detail.)

- (3) Relationship with the visa applicant(s)

- (4) Reason for multiple visa application and Future schedule of visit to Japan

(Note)

- ◆ When a company/organization is extending an invitation, fill out the name of the company/organization as well as your title.

List of Visa Applicants

(Note) Be sure to write the name in the Latin alphabet as it appears on his/her passport.

[Visiting Relatives/Acquaintances]

Applicant 1 Full name : (Male ▪ Female)
Date of birth : ____/____/____ (Age: ____)
(Year) / (Month) / (Day)
Nationality :
Occupation :
Relationship to the inviting person/guarantor :

Applicant 2 Full name : (Male ▪ Female)
Date of birth : ____/____/____ (Age: ____)
(Year) / (Month) / (Day)
Nationality :
Occupation :
Relationship to the inviting person/guarantor :

Applicant 3 Full name : (Male ▪ Female)
Date of birth : ____/____/____ (Age: ____)
(Year) / (Month) / (Day)
Nationality :
Occupation :
Relationship to the inviting person/guarantor :

[Short-term business affairs, etc.]

Applicant 1 Full name : (Male ▪ Female)
Date of birth : ____/____/____ (Age: ____)
(Year) / (Month) / (Day)
Nationality :
Occupation :

Applicant 2 Full name : (Male ▪ Female)
Date of birth : ____/____/____ (Age: ____)
(Year) / (Month) / (Day)
Nationality :
Occupation :

Applicant 3 Full name : (Male ▪ Female)
Date of birth : ____/____/____ (Age: ____)
(Year) / (Month) / (Day)
Nationality :
Occupation :

Schedule of Stay

The schedule of stay in Japan of the visa applicant (s) is as follows:

Date	Activity Plan	Contact	Accommodation

Schedule of Stay (Example)

- (1) Be sure to specify the date of arrival and departure. If the flights and airports/ports to be used for arrival and departure are fixed, be sure to write them.
- (2) Write the place of stay in detail. (If staying at hotel, write its name, address and phone number.)
- (3) The schedule of stay needs to be written for each day. If an activity continues on consecutive days, the format “(date) – (date)” is acceptable.

The schedule of stay in Japan of the visa applicant(s) is as follows:

[Business person]

Date	Activity Plan	Contact	Accommodation
YYYY.MM.DD	Arrive in ___ from ___ aboard flight ___	Name of inviting organization (Name of contact person) Tel. 00-000-0000	Name of hotel/accommodation Address Tel. 00-000-0000
YYYY.MM.DD	Business talks at ___ company	___ company (contact person xx) Tel. 00-000-0000	Hotel ___ Address Tel. 00-000-0000
YYYY.MM.DD	Visit ___ plant Move to another location by Shinkansen	___ Town, ___ City, ___ Prefecture	Same as above
YYYY.MM.DD	Return home from ___ to ___ on flight ___		

[Intellectuals, etc.]

Date	Activity Plan	Contact	Accommodation
YYYY.MM.DD	Arrive in ___ from ___ aboard flight ___	Name of inviting organization (Name of person responsible) Tel. 00-000-0000	Name of hotel/accommodation Address Tel. 00-000-0000
YYYY.MM.DD	Meeting at ___ hall/conference center	___ Town, ___ City, ___ Prefecture	Hotel ___ Address Tel. 00-000-0000
YYYY.MM.DD	Meeting at ___ hall/conference center	___ Town, ___ City, ___ Prefecture	Hotel ___ Address Tel. 00-000-0000
YYYY.MM.DD	Return home from ___ to ___ on flight ___		

(Note)

- ◆ When a company/organization is extending an invitation, fill out the name of the company/organization as well as your title and affix, and put the registered seal of the representative, or non-registered seal of the company or the sub-organ (a personal seal is unacceptable). If it is difficult to put the seal, a person in a position of authority at the company/organization may put his/her signature.
- ◆ Foreign nationals who do not have a seal may put his/her signature here.